



CITY OF HOUSTON

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October 15, 2021

Subject: Letter of Clarification No. 5
Houston Airport System – Food and Beverage and Retail Concessions

Reference: Request for Proposals (RFP) No.: S76-T30019

To All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To post the Sample Contracts for Food and Beverage and Retail Concessions to the Strategic Procurement Division website.
- To answer the following questions:

1.	Question:	We respectfully request the submittal date be changed to November 19 th . Given the strong focus on local business and supplier inclusion and some of the information that has yet to be shared (LODs, standard lease, etc.), there is insufficient time to prepare. We'll use that additional time to create a meaningful response.
	Response	<i>Please refer to Letter of Clarification No. 3 posted on the City of Houston Strategic Procurement Division website regarding an extension.</i>

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Greg Travis Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer Sallie Alcorn

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2.	Question:	Please further define the winning package restriction for Concessionaires reference on page 1 of the RFP. How is Concessionaire defined in this instance? Is the intent that only one Prime proposer be awarded each package? Further, can ACDBE Sub Concessionaires or Joint Venture Partners win in multiple proposals and both packages?
	Response	<i>A Prime can only be awarded in one package; Package I OR Package II. ACDBE Sub Concessionaires or Joint Venture Partners can be awarded in both packages. Please refer to Section 1.4.5.1, page 10 of the RFP.</i>
3.	Question:	On page 73 of the RFP, respondents are directed to “provide any exceptions to the standard contract.” Please direct us as to where we might locate the current, standard contract that should be reviewed as part of this procurement event.
	Response	<i>Sample Contracts for Food and Beverage and Retail Concessions are posted on the City of Houston Strategic Procurement Division website.</i>
4.	Question:	Will a copy of the presentation that was shown at the pre-proposal conference be provided? If so, where might we locate a copy?
	Response	<i>A copy of the Pre-Proposal conference presentation can be found on the City of Houston Strategic Procurement Division website.</i>
5.	Question:	Will dimensional and elevation LODs and/or unit maps of each location be provided for each space? If so, where can we locate those? In addition, Auto CADs of the spaces would be very much appreciated.
	Response	<i>HAS will provide Lease Out Drawing/Designs (LODs) and Computer-Aided Designs (CADs) to awardees once the project provides “shell” spaces. Terminal D proper has LOD’s and PDF versions of ‘as-builts”</i>
6.	Question:	It appears a location map for MLITR-9 and MLITR-10 may have been overlooked in initial release of the RFP. Will a location map of those spaces be released and if so, where might we locate it?
	Response	<i>Please see the location of spaces MLITR-9 and MLITR-10 in the terminal map posted on the City of Houston’s Strategic Procurement Division website.</i>

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7.	Question:	Please define adjacencies for each space included in package 1 and 2. In comparing the two different packages, it seems some of the adjacent spaces have yet to be defined. In addition, for spaces that are not included in the RFP, it would be helpful to understand what concepts are in those spaces and the remaining term for those leases.
	Response	<i>Please see the MLIT Map with both Food & Beverage and Retail locations on the City of Houston Strategic Procurement Division website.</i>
8.	Question:	If available, please provide design criteria or desired design parameters by space.
	Response	<i>Design Criteria and/or design parameters by space are not available.</i>
9.	Question:	If available, please provide an estimated transition and phasing plan for the D PROPER, WEST CONCOURSE and ITRP facilities.
	Response	<i>Please see the transition schedule posted on the City of Houston Strategic Procurement Division website. However, the schedule will be fluid with ITRP construction.</i>
10.	Question:	Please define "Travel Essentials Specialty Retail Concept".
	Response	<i>Essentials are defined as items such as electronic devices, luggage, personal grooming products, passport books, i.e. items that travelers need or use for travel. Please refer to Section 1.14 of the RFP that defines Specialty Retail.</i>
11.	Question:	During the Pre-Proposal presentation, reference was made to the City's goal of 40% Local and 35% National/Regional concepts. Please define "local" in this context and what will the remaining 25% be allocated toward?
	Response	<i>Local Brand: Local Brands are concepts located in the Greater Houston area that are unique to Houston and will provide a "sense of place" reflecting the City's diversity and culture when operated at the City's airports. Local Brands must be operated by their local management teams in the airports to maintain the full authenticity of the concepts and brands. This is the proposer's decision as long as the minimum 40% local concept goal is met.</i>

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12.	Question:	Please confirm the Business Plan submittal for Year 1 will be the first full year (2025).
	Response	Confirmed.
13.	Question:	For the Package 1 Concept: News/Convenience w/Coffee, please clarify your expectation around including “freshly brewed branded gourmet coffee.” Is a fully-branded coffee area and storefront expected, or alternatively – branded coffee as an available product?
	Response	<i>The proposed locations need to include a branded coffee counter buildout within the news/convenience concept. This does not mean that the store sells a coffee product.</i>

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the Houston Airport System. It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into the proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposals, please contact Bridget W. Cormier at 832.393.8715.

Regards,

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Jerry Adams
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Jerry Adams
Chief Procurement Officer

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